

## CA-PMM

**Project Name:** Child Nutrition Information and Payment System

**OCIO Project #:** 6110-93

**Department:** California Department of Education

**Revision Date:** 5/7/09

## Status Report

### Progress Report -- Team Member to Project Manager

#### Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status

### Status Report – Project Manager to Sponsor

#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	Yes	Dept of Technology Services SQL Server Patch	3-5 days of unplanned work	Vendor and Agency staff time to validate CNIPS functionality
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	Yes	Remove data conversion for Food Distribution Program	Reduces project risk	Communicated change and received approval from Project Directors

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7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	Vacant Project Mgt Team position since Jan 09	Risk that schedule will be impacted.	CDE in process of filling position.

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	Yes	USDA upgrading its systems and interfaces, which may delay implementation of the food distribution module.	Close coordination with USDA.
9. Are any staffing problems anticipated?	Yes	Primary subject matter expert for Child and Adult Care Food Program is retiring December 2009.	Identify replacement resource by July 15, 2009.

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

The CNIPS project has 3 module efforts underway concurrently. The School Nutrition Program (SNP) module data is scheduled to complete the final milestone in May 2009. The CDE is completing final validation of four years of historical claim data prior to converting to production in early May. The Summer Food Service Program (SFSP) began the build/unit test phase in April. Two key SFSP deliverables were completed and approved: core System Design Document (SDD) and Test Plan. The Food Distribution Program (FDP) module continues design activities. Six of the planned thirteen SDD documents have been drafted and the CDE has completed their review of the initial drafts. The Bar Coding Integration Requirements deliverable was completed and approved. This deliverable provides the foundation for integrating the previously implemented stand-alone warehouse inventory bar coding solution with the CNIPS Food Distribution Program module.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
School Nutrition Programs Module in Production	8/25/2008	8/25/2008	Claim data conversion in final validation.	Historical claim data conversion was dependent on prior fiscal year closeout. Claim data will be converted in early May 2009. No impact to overall project schedule.	Application deployed on time 8/25/2008
Summer Food Service Program Module in Production	3/17/09	7/31/09	In Build/Unit Test	Delays in SNP user acceptance testing and Agency resource constraints delayed design activities. Will begin claiming with October 2009 (beginning of fiscal year). Variance is less than 10%.	

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Child and Adult Care Food Program Module in Production	1/25/10	6/1/10	Not started	CDE resource constraints would not allow planned concurrent tasks. Steering Committee approved a modified module start date to reduce overutilization. Variance is less than 10%.	
Food Distribution Module in Production	10/9/09	1/31/10	In Design	No impact to overall project end date. Variance is less than 10%.	
Compliance Monitoring Module in Production	6/3/10	11/16/10	Not started	Planned shift of CACFP start date will shift Compliance Monitoring start date. Variance is less than 10%.	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Milestones		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Deliverables		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution. Vendor is adding one additional staff member to development team.

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Resources	On Plan ≤5%			
OneTime Cost	On Plan ≤5%			
Continuing Cost	On Plan ≤5%			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
School Nutrition Programs Module in Production	8/25/08	8/25/08	Claim data conversion in final validation.	Historical claim data conversion was dependent on prior fiscal year closeout. Claim data will be converted in early May 2009. No impact to overall project schedule.	Application deployed on time 8/25/2008
Summer Food Service Program Module in Production	3/17/09	7/31/09	In Build/Unit Test	Delays in SNP user acceptance testing and Agency resource constraints delayed design activities. Will begin claiming with October 2009 (beginning of fiscal year). Variance is less than 10%.	
Child and Adult Care Food Program Module in Production	1/25/10	6/1/10	Not started	CDE resource constraints would not allow planned concurrent tasks. Steering Committee approved a modified module start date to reduce overutilization. Variance is less than 10%.	

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Food Distribution Module in Production	10/9/09	1/31/10	In Design	No impact to overall project end date. Variance is less than 10%.	
Compliance Monitoring Module in Production	6/3/10	11/16/10	Not started	Planned shift of CACFP start date will shift Compliance Monitoring start date. Variance is less than 10%.	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Milestones		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution.
Deliverables		Caution 5-10%		Weekly schedule reviews occurring to monitor task completion and provide look-ahead resource needs and availability. Any resource issues are escalated immediately to Steering Committee for resolution. Vendor is adding one additional staff member to
Resources	On Plan <5%			
One Time Cost	On Plan <5%			
Continuing Cost	On Plan <5%			

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## Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	1
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	1
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
<b>Total</b>			<b>4</b>

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

Colyar Consulting Group (CCG) is the vendor providing the base software and completing the modifications needed for the CDE. The vendor continues to show a strong commitment to the Project and the CDE. The vendor participates in weekly status meetings, weekly schedule review meetings and steering committee meetings. The vendor is located in Phoenix, AZ and travels to the CDE for needed onsite interactions. The vendor continues to be responsive to CDE needs (e.g., production incidents) and requests.